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RECORDS MANAGEMENT DIVISION

Chief, Supply Division, Logistics Office

14 June 1955

Chief, Records Management Division, Management Staff

Requirements for copies of the handbook, "Plain Letters."

1. The General Services Administration has published a handbook entitled "Plain Letters" which is available to all Government agencies. It is a GSA stores stock item, catalog number 35-F-624-425, costing \$0.13 each.

2. Headquarters Training Liaison Officers have reviewed the handbook and submitted to us their requirements for an initial distribution. Twelve hundred copies are needed for this distribution. In addition we desire a reserve stock of 100 copies.

3. It is therefore requested that 1,300 copies of "Plain Letters" be procured for delivery to this division. We will handle the initial distribution to Training Liaison Officers, and any subsequent requests for copies. Appropriate publicity will be given to the availability of additional copies when the initial distribution is made.

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